



**MINUTES OF THE BCA BOARD OF DIRECTORS MEETING
HELD MARCH 25, 2006 AT THE SPORT BC BUILDING, VANCOUVER, B.C.**

Action By

1. CALL TO ORDER

The meeting was called to order at 9:40 am. Present: Tom Hastie (Chair), Diana Hollefreund, Greg White, David Polisi, Tom Dingle, Gustav Allander, Richard Collier, John Bird, Tom Masich, Brian McC Calder, Sam Collier and Ann Kirk (Recorder). Jerry Tighe joined the meeting in progress. Regrets: Larry Harper and John May

2. AGENDA

2.1 Additions: Under New Business add (g) ASRA (Brian)

2.2 Adoption: ***MOVED (Dingle/White) THAT THE AGENDA, AS CIRCULATED, BE ADOPTED. CARRIED***

3. MINUTES

3.1 Board of Directors Meeting

MOVED (Dingle/Hollefreund) THAT THE MINUTES OF THE DECEMBER 10, 2005 BOARD OF DIRECTORS MEETING, AS CIRCULATED, BE ADOPTED. CARRIED

3.2 **Executive Committee Meetings** - Minutes from the January 11, 2006 and February 22, 2006 Executive Committee Meetings were received

3.3 **BCA Committee Meeting Minutes** - Minutes from the Branch Officials Committee January 22, 2006 Meeting were received.

3.4 **BCA AGM** - Minutes from the 2006 BCA AGM held January 20-22 were received.

4. BUSINESS ARISING

4.1 December 10, 2005 Board of Directors Meeting

4.1.1 Training/Social Affiliate Membership

- In an attempt to avoid confusion regarding this membership category, it was suggested that the category be split into two separate categories.

4.1.1.1 ***MOVED (White/Dingle) THAT THE CURRENT "TRAINING/SOCIAL AFFILIATE MEMBERSHIP" CATEGORY BE CHANGED TO "TRAINING MEMBERSHIP". CARRIED***

Sam

This is a non-competitive membership to be used for those who only train/work out and do not wish to compete. It could also be used to cover athletes for the trial period when they attend a few club training sessions to see if they want to join the club.

4.1.1.2 ***MOVED (White/Dingle) THAT A RESOLUTION GO TO THE 2007 BCA AGM TO ADD A "FRIENDS OF BCA MEMBERSHIP" CATEGORY. CARRIED***

Sam

This would be a non-competitive membership and could be used by anyone (i.e. parents, people interested in being involved as a club social member, volunteers, or a person wishing to support BCA.)

4.1.1.3 Suggested that staff investigate the feasibility of having membership cards colour coded to identify "competitive" and "non-competitive" categories.

Sam

4.1.2 School and School District Club Membership – Definitions

- No ad hoc committee action to date.

- Suggested consideration be given to changing the policy to allow schools and school districts to register directly with BCA rather than having to register through a local area BCA member club. Clubs could be advised when a School District has taken out membership.

Sam

4.1.3 **Prairie Inn Harriers – BCA Club Membership**

- Subsequent to a meeting of representatives from the PIH and BCA at which time the PIH outlined the challenges faced in being a BCA Member Club, the PIH submitted an interim proposal for 2006 to register as a BCA Member Club and register a specific number of members of their club in various BCA Membership Categories.

The Board gave the proposal serious consideration and discussed other options however concluded that the proposal could not be accepted.

MOVED (Bird/R. Collier) THAT A RESPONSE BE SENT TO THE PRARIE INN HARRIERS ADVISING THAT THE BCA BOARD REGRETS THAT THE INTERIM PROPOSAL OUTLINED IN THEIR FEBRUARY 9, 2006 LETTER CANNOT BE ACCEPTED SINCE IT DOES NOT COMPLY WITH CURRENT BCA POLICIES BY WHICH THE BOARD IS BOUND. CARRIED.

Tom/Brian

4.2 **Executive Committee Meetings of January 11**

4.2.1 **Ad Hoc Compensation Committee - Update**

- The Ad Hoc Compensation Committee (John Bird, Tom Hastie, Larry Harper) has reviewed the staff salaries, benefits and the association's rates on per kilometer reimbursement, meal allowances, etc. Brian has been requested to provide Larry with some additional information. A report will be prepared for presentation to the Board.

Brian/Larry

4.3 **Executive Committee Meeting of February 22, 2006**

4.3.1 **GST Issues**

- Awaiting clarification re: (i) Disclosure process, (ii) Items on which GST should be charged, (iii) Date at which a 15 year old has GST added to membership fees, (iv) GST on forms and database.

Staff

4.3.2 **Conflict of Interest**

- Awaiting clarification on Board members possible conflicts and Direct Access eligibility.

Staff

5. **CORRESPONDENCE**

5.1 Letter from John Les, Solicitor General, Government of British Columbia, thanking BCA for the letter in support of the SportFunder Lottery.

6. **REPORTS**

6.1 **FINANCE**

- The following documents were circulated and reviewed.

Financial Statement (Feb 28/06), Balance Sheet (Feb. 28/06), Receivables Reconciliation (Feb. 28/06), Accrued Accounts Receivable (Feb. 28/06), Prepaid Expenses (Feb. 28/06), Prepaid Insurance (Feb. 28/06), Payables Reconciliation (Feb. 28/06), Accrued Accounts Payable (Feb. 28/06), Deferred Revenue (Feb. 28/06), Profit and Loss Statement (Feb. 28/06),

- Brian has been following up on outstanding Receivables.

- Application deadline for Annual Core Grant Application is April 2/06.

- Application deadline for Direct Access is May 31/06.

6.2 **ADMINISTRATION AND PLANNING**

6.2.1 **BCA Strategic Plan**

- A Planning Committee Meeting is scheduled for March 29 at the BCA Office.

- Greg White has been added to the Planning Committee.

6.2.2 **Computer System Upgrade**

- The Finance Committee has recommended the purchase of all new computers for the office staff. (Gravity Laptops, high level capacity, flat screens, wireless mouse, etc.)

50% of the cost to be covered by existing funds, 50% through a 3 year loan (with right to pay off with no penalty), amortized over 3 years.

Brian/Larry

6.2.3 **Summer Student Employment** – BCA will again make application for a student to work in the office during the summer. Application deadline is March 31/06

Staff

6.2.4 **BC (Sport) Centres Program**

- A copy of a proposed Multi-Party Agreement between Athletics Canada, BC Athletics and PacificSport BC Society dealing with the National Athletics Training Centre – Victoria was circulated.

- Brian provided an update on the new structure re: available funding and the ramifications this could have.

6.3 MARKETING AND COMMUNICATIONS

- 6.3.1 **BC Sport Tourism Events Marketplace** – Brian McC Calder and Jerry Tighe attended this event.
- PSOs were encouraged to hold events in communities throughout BC. Had the opportunity to ask tourism officials what track and field facilities were available in their areas.
 - The speakers and panel discussions were beneficial sessions.
 - A BCA package containing various documents and information (i.e. Application to Host, Memo of Understanding for Road Running, Cross Country and Track & Field Championships, 2 page covering letter outlining the process for hosting and what is required, etc.) was given to 14 community representatives. This information was appreciated.

6.3.2 **Membership Report**

- A written report from Sam Collier was circulated. Topics covered included:
 - . Board of Directors Contact Listing, Comments on 2006 AGM, 2007 AGM Preparations, AC Direct On-Line National Database, 2006 Individual Memberships, Club Memberships, New Club Membership Applications and WebAlive Technologies Canada

6.3.2.1 **2007 BCA AGM**

Action: The Board agreed that the 2007 BCA AGM should again be held at The Hilton Vancouver Airport Hotel in Richmond on either January 19/20/21 or January 26/27/28 depending on availability of the hotel.

Staff
Sam

6.3.2.2 **Approval of Club Membership Applications**

MOVED (Dingle/Allander) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE FOLLOWING CLUBS BE ACCEPTED:

Capilano Eagles Running Club, Coquitlam Cheetahs, Kamloops Track & Field Club, Kelowna Track & Field Club, Langley Mustangs Track & Field Club, Lions Gate Road Runners, NorWesters Track & Field Club, Penticton Pounders, Valley Royals Track & Field Club and Vancouver Olympic Club. CARRIED

MOVED (Dingle/Allander) THAT THE BCA CLUB MEMBERSHIP APPLICATIONS FROM THE COWICHAN VALLEY ATHLETICS CLUB AND THE SUNSHINE COAST ATHLETICS CLUB BE ACCEPTED WHEN THEY MEET THE 5 CLUB MEMBERS REQUIREMENT. CARRIED

MOVED (Dingle/Bird) THAT THE BCA NEW CLUB MEMBERSHIP APPLICATION FROM THE "OCEAN ATHLETICS CLUB" BE ACCEPTED. CARRIED

6.3.2.3 **WebAlive Technologies Canada**

- Sam provided information on WebAlive Technologies Canada, a web site builder that will enable organizations/clubs to manage their web sites by themselves.

Action: Sam to investigate the feasibility of BCA using this company.

Sam

6.4 PROGRAMS AND TECHNICAL DEVELOPMENT

6.4.1 **Track & Field**

- A written report from Ron Bunting was circulated and reviewed. Topics covered included:
 - Selection Criteria and Standards for 2006 BC Provincial Teams, PacificaCanada Series, BC Athlete Assistance and Pacific Sport Bronze Carding, BC Championships Meet 2006, Track & Field Series, Run Jump Throw, BC Juvenile, Junior, Senior Track and Field Committee update.
- Motions from the Senior, Junior, Juvenile Track & Field Committee

6.4.1.1 **BC Team/Legion National Track & Field Championships**

MOVED (Bunting/Dingle) THAT BCA SEND A FULL COMPLEMENT OF FORTY ATHLETES TO THE ANNUAL NATIONAL LEGION TRACK AND FIELD CHAMPIONSHIPS COMPRISED OF TWENTY-FIVE JUVENILE AGED MALES AND FEMALE ALONG WITH FIFTEEN 15-YEAR OLD MALES AND FEMALE. CARRIED

Staff

6.4.1.2 **BC Junior Track and Field Championships – Men’s 10,000m and Women’s 5000m**

MOVED (Bunting/Bird) THAT THE 10,000m DISTANCE FOR JUNIOR MEN AND THE 5000m DISTANCE FOR JUNIOR WOMEN BE REMOVED AS BCA CHAMPIONSHIP EVENTS FOR THE BCA JUNIOR TRACK AND FIELD CHAMPIONSHIPS. CARRIED

Staff

Therefore, the longest distance races in the BC Junior Track and Field Championships shall be Junior Men 5000m and Junior Women 3000m.

6.4.1.3 BC Athletics Records – Juvenile Men – Octathlon

MOVED (Bunting/Bird) THAT BCA ADD THE OCTATHLON TO THE JUVENILE MEN'S AGE GROUP LIST OF EVENTS FOR WHICH RECORDS ARE KEPT. CARRIED

6.4.1.4 BC Athletics Record – Application for Juvenile Men's Octathlon Record

MOVED (Bunting/R.Collier) THAT THE OCTATHLON PERFORMANCE OF REID GUSTAVSON (BORN 1988) – 5848 POINTS SET MARCH 22 AND 23, 2005 IN CLERMONT, FLORIDA, USA BE ACCEPTED AS THE BCA JUVENILE MEN'S OCTATHLON RECORDS (retroactive). CARRIED

Octathlon 5858 Reid Gustafson 1988 Clermont USA 22/23 Mar 05
100m: 11.52 (1.8) / LJ: 6.56 (2.9) / SP: 15.15 / 400m: 50.74
110mh: 15.20 (2.9) / HJ: 1.90 / JT: 42.38 / 1000m: 2.47.44

Staff

6.4.1.5 Legion Fund Raising Event

- Brian advised that the Canadian Legion was holding a Wine and Cheese Fund Raising Event at the Guilford Sheraton Hotel on April 22.

MOVED (White/Hollefreund) THAT BCA PURCHASE 20 TICKETS FOR THE LEGION FUND RAISING EVENT AND THAT THE TICKETS BE DISTRIBUTED TO THE BCA DIRECTORS AND OTHER INDIVIDUALS AS DEEM APPROPRIATE. CARRIED

Brian

6.4.2 Road and Cross Country Running

- A written report from Jerry Tighe was circulated and reviewed. Topics covered included: Athletics Canada announces 2006 NACAC X-Country Team, Athletics Canada announces team for 2006 IAAF World Cross Country Championships, Timex BC Road Running Series, Haney to Harrison, Road Running Championships, Run Canada, Sport & Tourism Conference

6.4.3 Officials

MOVED (Hollefreund/White) THAT THE IAAF MODIFIED RULE BOOK (RULES OF COMPETITION ONLY) BE INCLUDED AS A BCA OFFICIAL MEMBERSHIP BENEFIT EVERY SECOND YEAR (TO COINCIDE WITH THE ISSUING OF THE IAAF RULE BOOK) FOR THOSE WHO:

- . ARE REGISTERED MEMBERS OF BC ATHLETICS AS OFFICIALS;
- . ARE LEVEL 2 AND ABOVE CERTIFIED OFFICIALS

FURTHERMORE, MOVED THAT THIS BENEFIT BE ONGOING UNTIL AMENDED.

(Note: Currently the publishing of the Modified IAAF Rule Book is done with the approval of the IAAF but not by the IAAF. Therefore should the publishing of this modified rule book stop this benefit would need to be reviewed.) CARRIED

6.4.4 Coaching

Level I Technical Coaching Certification Clinics to be held in Kelowna (12 registered) and Victoria (11 registered)

Level II and III Middle Distance/Distance Workshops in Abbotsford (17)

Level Technical Coaching Certification Clinic and Level II Throws Clinic scheduled for Port Alberni

6.4.5 Centres

National: Victoria National Endurance Centre

- Some adjustments need to be made to the financial report so that all monies accrued to the Centre are allocated accordingly.

BC Regional: Year End reports are due from all regional centres.

6.5 EVENTS AND PROMOTIONS

6.5.1 Increased Image for BCA

It was felt that there is need to increase the image of BCA at events.

Action: Staff was authorized to arrange for the purchase of the following:

- *Three 10' x 10', sided tents – one for each BCA Division (Road Running, Cross Country, Track & Field) – with appropriate signage for each.*
- *flexi signs 10' x 3' for the Run Jump Throw Program*
- *shell jackets for Directors and staff*
- *shirts for BCA team staff*

6.6 **ZONE DIRECTORS**

- 6.6.1 **Zones 1 and 2** – (Gustav Allander) A written report was circulated – Highlights:
- The addition of a new club “Southern Okanagan Track & Field Club” based in Summerland
 - Penticton Athletics will again be hosting their all-comers meets
 - Kamloops hired a new coach, Jarret McLean from Saskatoon.
 - Uncertain if the new Kamloops track will be completed in time for the Centennial meet or the BC Summer Games selection meet.
 - Amber Gilbert let the Okanagan regional Centre to join PacificSport in Kelowna as program coordinator.
- 6.6.2 **Zones 3, 4 and 5** (John Bird/Richard Collier) – verbal report
- High School program is up and running.
 - Not sure what is happening with the South Fraser Club
 - Kajaks putting on a track and field and Run Jump Throw demo at Lansdowne Mall on April 1
 - Kajaks High School Meet has been scheduled. Fraser Valley High School meet now combined with Junior Olympics
 - SFU meet in two weeks will be the first local meet of the year.
 - Lack of track facility in Vancouver continues to be a concern.
 - Vancouver Thunderbirds is making a proposal to assist the Vancouver School Board in putting a synthetic surface on the track at Point Grey Secondary School.
 - Took 48 people from different BC clubs to a Camp in California – huge success. Each athlete had an opportunity to have individual video analysis – very positive feed back from this.
 - SFU in final stages of developing their indoor facility – will have a full size indoor track.
- 6.6.3 **Zone 6** – (Tom Dingle on behalf of John May) – verbal report
- Cross Country is now finished. Have six meets scheduled for their Track & Field Series starting April 22-23.
 - Held a Run Jump Throw clinic in Nanaimo.
- 6.6.4 **Zone 7 and 8** (Tom Masich) - verbal report
- Program late in starting this year, strong ice build up on stadium and still snow on the track.
 - Have purchased a new LYNX timing system. Dave Wicker will be putting on clinics on its use. It will be used first at the North Central District High School Meet in late May and will be made available for use by others in the area
 - Fire destroyed all the pole vault equipment (\$50,000 value) – fortunately the City of PG had full insurance coverage (except for \$5,000 deductible which will be paid by the PG club). New equipment will be available for the North Central District Meet in May.
 - Will start turning sod in May for the new Northern Sports Centre which will be a major training centre for the north, particularly for winter sports. The UNBC will be designated as a training centre for Cross County Skiing.
 - Very pleased that Pat Marsh from Quesnel received the Sport BC Presidents Award for Athletics.
 - Prince George will be hosting the 2008 BC Senior Games
 - Last year funded club coaches to go to 9 elementary schools and put on day clinics for over 1900 students. This year hope to have clinics at 12 school and reach 3000 student. Will be using the Run Jump Throw format.
 - Membership was 230 last year and anticipated the same or more this year. Track Rascal program was very successful with 41 registered last year and the RJT program should produce more this year.
 - Held a special meet for 60 special needs athletes in the community.
 - Greg Peters who is trained as a RJT facilitator is coming to PG in May and will be directing coaches in the RJT program.

- Working with the people in Sub Zero Track & Field Club in Fort St. John and trying to get the Dawson Creek Group to affiliate with BCA.
- Have a mentoring program using past club athletes as coaches in the summer which is working well. Hire 5 people on an hourly basis May to August. Also provide an honoraria to high school athletes who work with JD and Rascal athletes.

6.7 **ATHLETICS CANADA** – AGM will be held May 26-28.

6.8 **SPORT BC** – AGM will be held June 3

7. **NEW BUSINESS**

7.1 **BCA Manual**

- A copy of the BCA Manual which contains the BCA Constitution; By-laws; Terms of Reference – Duties and Responsibilities; Operating Policies, Procedures, Rules and Regulations was made available to all Directors.

Action: Directors were requested to take the time to look through this document to determine if there is a need for any amendments. Feedback should be forwarded to the BCA Office.

Directors

7.2 **Draft Athletics Canada National Road Race Sanctioning Policy**

- A copy of the Draft AC Road Race Sanctioning Policy was circulated for information and feedback.

Discussion:

- . Tom Hastie expressed the feeling that the proposed fee structure would penalize smaller events and be an advantage for large events.
- . Noted that the document only refers to “he” – should be reworded to include females also
- . Brian and Jerry have identified insurance and the inclusion of a Certification Fee structure as areas of concern.

Action: Directors were requested to submit feedback to Brian by email.

Document was referred to Brian and Jerry to respond to AC.

Brian/Jerry

7.3 **BC Athletics Membership Fees/Requirements**

Action: - Directors were requested to look at the current BCA Membership Requirement and Fees and determine if there is need for any changes. This will be an agenda item for the next Board Meeting.

Directors

- There is need for an ad campaign within the organization as well as outside to promote what membership in BCA supports.

Executive

7.4 **Calendar of Events**

- There was a general discussion on topics such as information gathering timeline problems, lack of staff time, contracting out and possible change in the publication format.

Action: Referred to the Events and Promotion Committee to investigate the contracting out of this publication.

Greg

7.5 **Director, Administration and Planning (Board vacancy)**

Action: Recommended that this position be posted on the BCA Website with a request for nominations.

Staff

7.6 **Elite Racing – Proposal for a Vancouver Event**

- Elite Racing is actively pursuing the opportunity to host a half marathon event in Vancouver in mid-August 2007. Representatives from Elite Racing have met with BCA staff.

- The Vancouver International Marathon Society is actively opposing this proposed event. They believe that bringing Elite Racing to Vancouver would hurt their event and other local race events. BCA has not been contacted by the VIMS.

- Greg White provided background information re: Elite Racing and their desire to host an event in Vancouver. Greg noted the positive effects on the running community where Elite Racing events have been held.

Concerns:

- Will the Elite Racing event be sanctioned?
- The proposed event would be 7 weeks after the Scotia Half Marathon event. Scotia would prefer not to have another event until 8 weeks after theirs. Elite Racing has been in contact with Scotia and will continue negotiations with them.

- The proposed Elite Racing event would be in direct conflict with the Delta Half Marathon event. While the Delta event is no longer hosted by a BCA member club, it has been a BCA sanctioned event for many years.

Action: A letter to be sent to Elite Racing outlining BCA sanctioning procedures and the benefits of sanctioning.

Staff

7.7 **Aboriginal Sports and Recreation BC**

- Copy of an Agreement between the Aboriginal Sports and Recreation Association of BC and BCA was circulated for information and consideration.

- ASRA wants BCA to assist them in the development and delivery of the Aboriginal Youth Futures in Recreation and Sport Training Sport Excellence Program

- Concern was expressed relative to the short timelines.

- BCA would need a dedicated person to manage the implementation/delivery of the deliverables outlined in the Agreement and would require administration compensation.

Action: Staff to continue negotiations with ASRA and try to assist them.

Staff

8. **ADJOURNMENT**

MOVED (Polisi/White) THAT THE MEETING BE ADJOURNED (3:50 pm). CARRIED

Respectfully submitted,
Ann Kirk (Recorder)
28/03/06